


USA Staffing Selection Certificate Procedures

Human Resource Office
01 Feb 07



Overview

- ❑ Selection Certificate Procedures
- ❑ Accessing On-Line Certificate
- ❑ Printing All Applicant Documents
- ❑ Printing Selection Certificate
- ❑ Completing Printed Selection Certificate
- ❑ Submitting Certificate and SF-52 to HRO
- ❑ Completing On-line Audit of Certificate
- ❑ Points of Contact

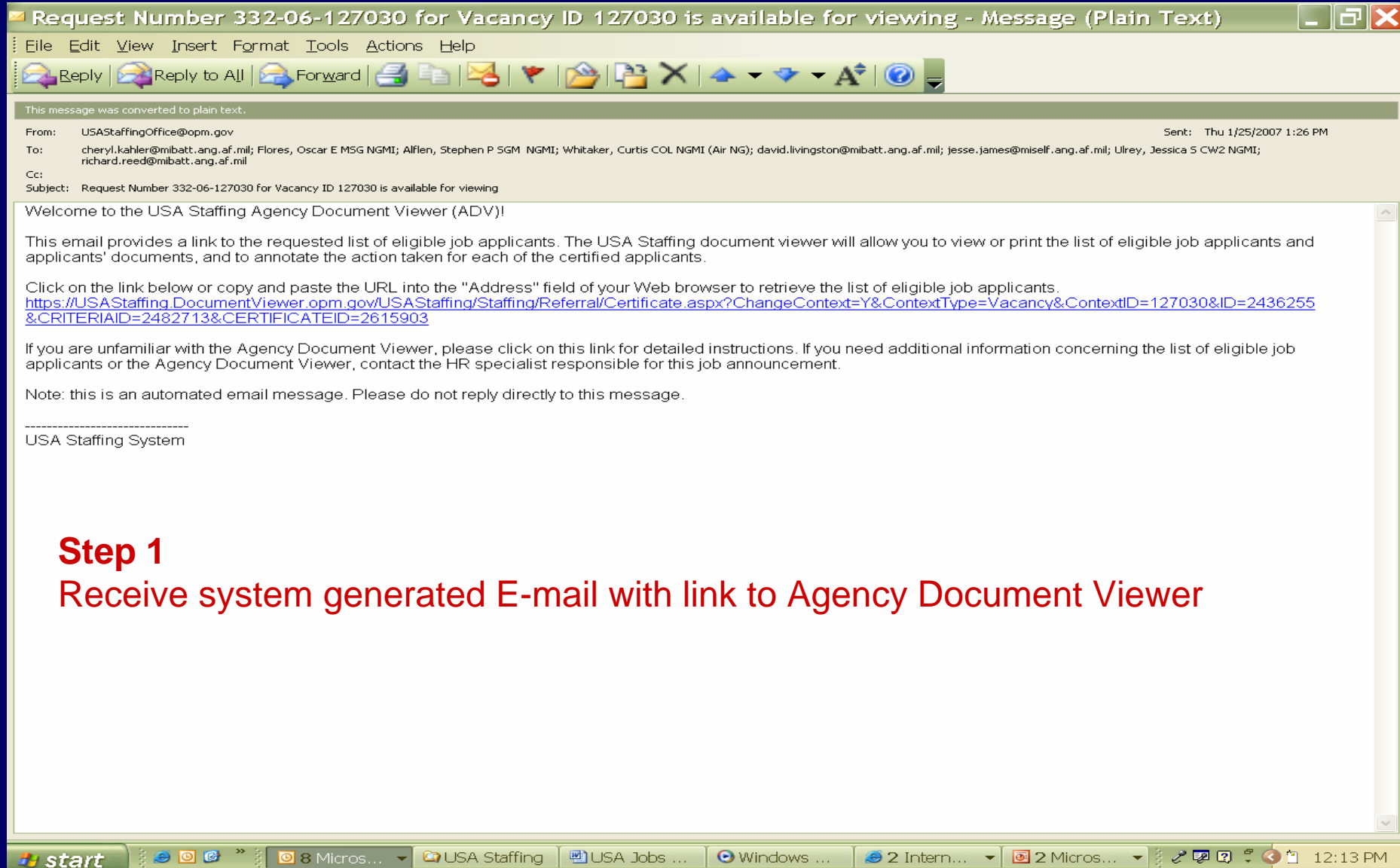


Selection Certificate Procedures

The following procedures must be followed in the order listed:

- Selecting Official:
 - Access Certificate on-line
 - View and Print applicant documents if needed
 - Conduct Interviews and Make Selection
 - Print Certificate and Complete
 - Fax Completed Certificate and SF-52 for Selectee(s) to State HRO
- State HRO:
 - Route Completed Certificate for Approval
 - Once Approved, Notify Selecting Official
- Selecting Official
 - Contacts Selectee with Job Offer and Coordinates Start Date
 - Notifies HRO of Start Date
 - Completes On-Line Audit of Certificate

Accessing On-Line Certificate



Request Number 332-06-127030 for Vacancy ID 127030 is available for viewing - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

This message was converted to plain text.

From: USAStaffingOffice@opm.gov Sent: Thu 1/25/2007 1:26 PM
To: cheryl.kahler@mibatt.af.mil; Flores, Oscar E MSG NGMI; Alflen, Stephen P SGM NGMI; Whitaker, Curtis COL NGMI (Air NG); david.livingston@mibatt.af.mil; jesse.james@miself.af.mil; Ulrey, Jessica S CW2 NGMI; richard.reed@mibatt.af.mil
Cc:
Subject: Request Number 332-06-127030 for Vacancy ID 127030 is available for viewing

Welcome to the USA Staffing Agency Document Viewer (ADV)!

This email provides a link to the requested list of eligible job applicants. The USA Staffing document viewer will allow you to view or print the list of eligible job applicants and applicants' documents, and to annotate the action taken for each of the certified applicants.

Click on the link below or copy and paste the URL into the "Address" field of your Web browser to retrieve the list of eligible job applicants.
<https://USAStaffingDocumentViewer.opm.gov/USAStaffing/Staffing/Referral/Certificate.aspx?ChangeContext=Y&ContextType=Vacancy&ContextID=127030&ID=2436255&CRITERIAID=2482713&CERTIFICATEID=2615903>

If you are unfamiliar with the Agency Document Viewer, please click on this link for detailed instructions. If you need additional information concerning the list of eligible job applicants or the Agency Document Viewer, contact the HR specialist responsible for this job announcement.

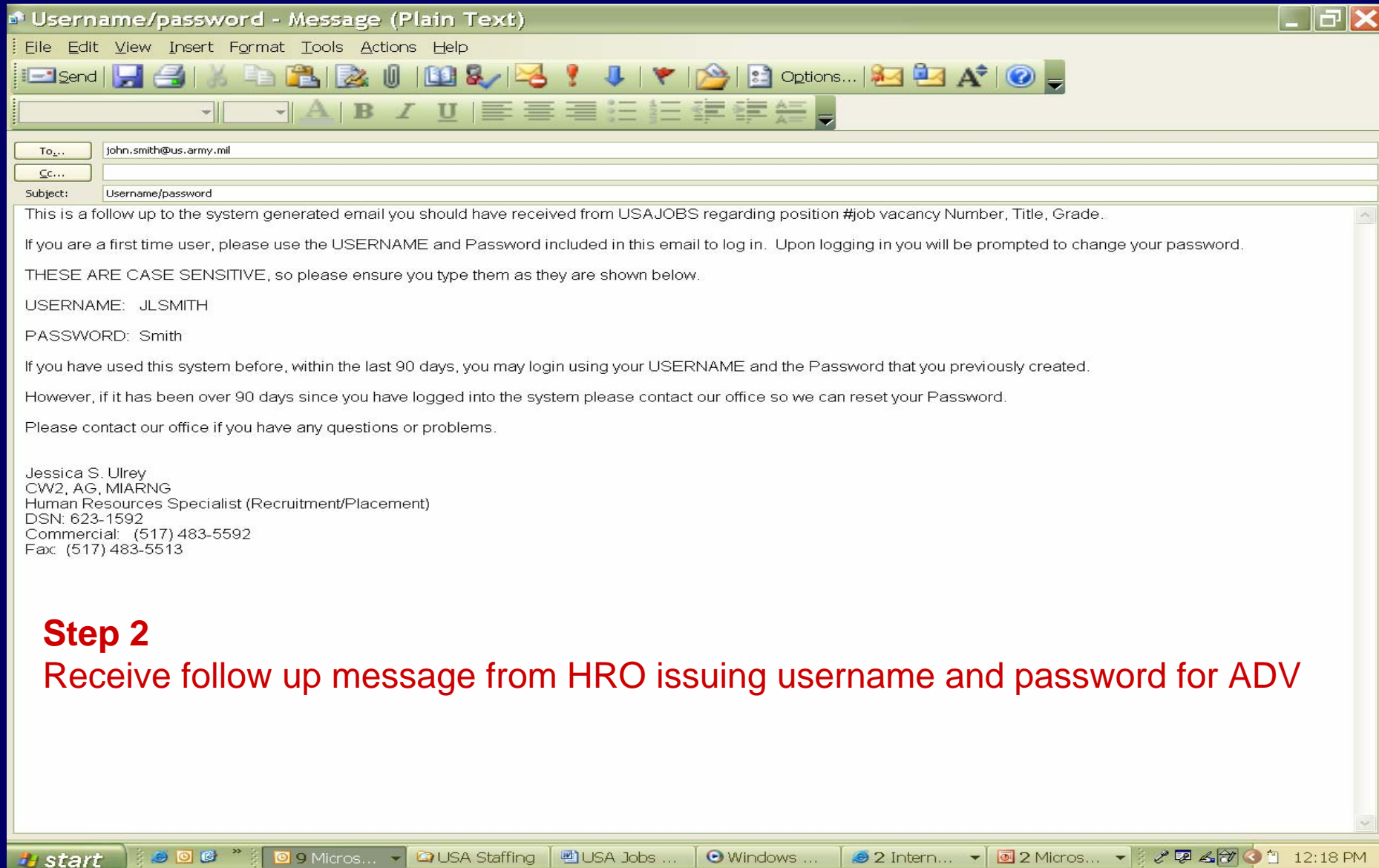
Note: this is an automated email message. Please do not reply directly to this message.

USA Staffing System

Step 1
Receive system generated E-mail with link to Agency Document Viewer

start 8 Micros... USA Staffing USA Jobs ... Windows ... 2 Intern... 2 Micros... 12:13 PM

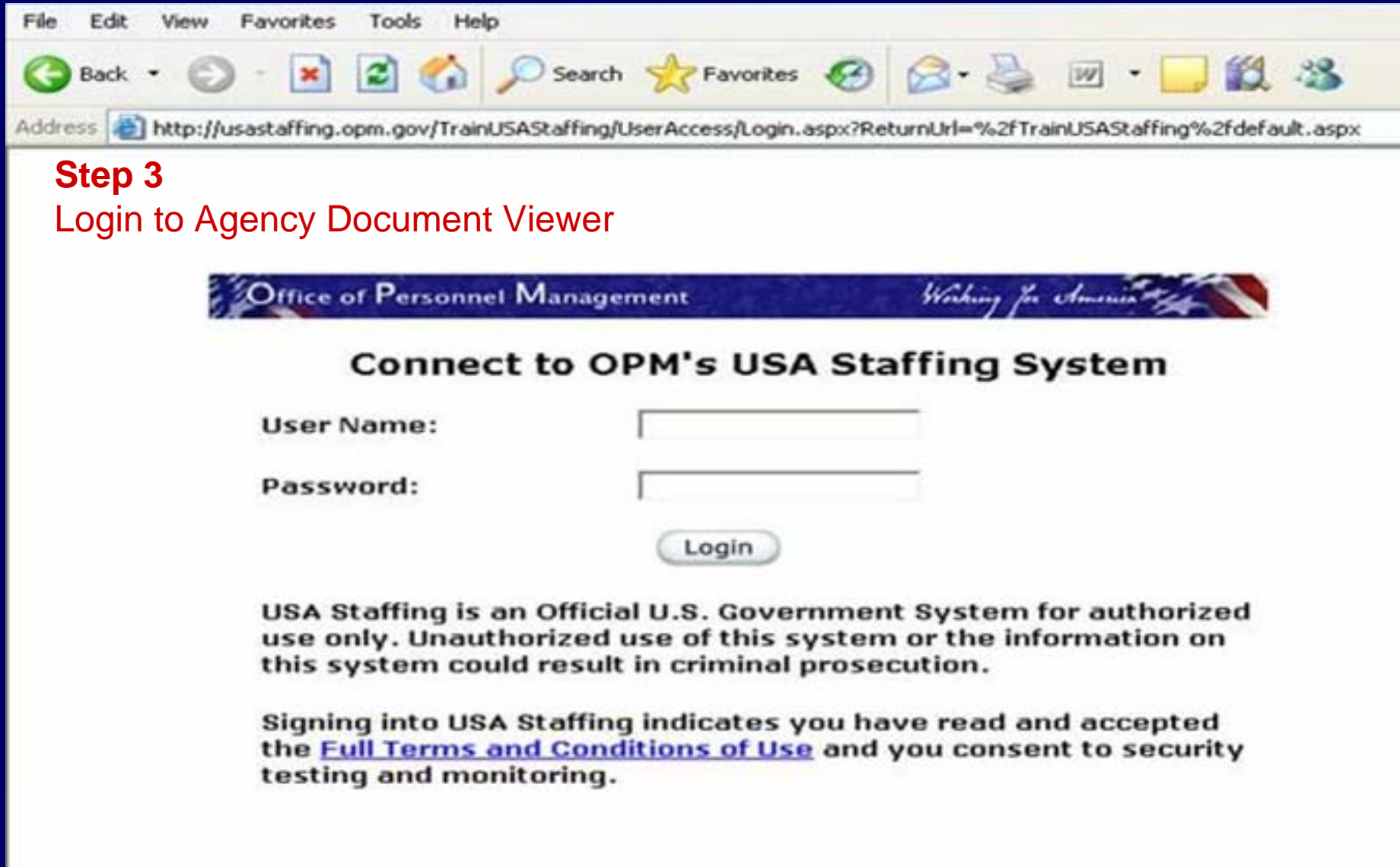
Accessing On-Line Certificate



Accessing On-Line Certificate

Step 3

Login to Agency Document Viewer



The screenshot shows a web browser window with the address bar displaying `http://usastaffing.opm.gov/TrainUSASTaffing/UserAccess/Login.aspx?ReturnUrl=%2fTrainUSASTaffing%2fdefault.aspx`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains icons for Back, Forward, Stop, Reload, Home, Search, Favorites, and other standard browser functions. The page content features a blue header with the text "Office of Personnel Management" and "Working for America" with an American flag graphic. Below the header, the title "Connect to OPM's USA Staffing System" is centered. The login form consists of two input fields: "User Name:" and "Password:", each followed by a text box. A "Login" button is positioned below the password field. At the bottom of the page, there is a disclaimer: "USA Staffing is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution." and a statement: "Signing into USA Staffing indicates you have read and accepted the [Full Terms and Conditions of Use](#) and you consent to security testing and monitoring."

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address `http://usastaffing.opm.gov/TrainUSASTaffing/UserAccess/Login.aspx?ReturnUrl=%2fTrainUSASTaffing%2fdefault.aspx`

Office of Personnel Management Working for America

Connect to OPM's USA Staffing System

User Name:

Password:

Login

USA Staffing is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution.

Signing into USA Staffing indicates you have read and accepted the [Full Terms and Conditions of Use](#) and you consent to security testing and monitoring.

Accessing On-Line Certificate

USA StaffingWorking for America

StaffingReportsChange PasswordHelpLogout

The format of the password must meet password security standards. For password rules, click [here](#).

Old Password:

•••••

New Password:

••••••••

Confirm Password:

••••••••

Change Password

Password Rules

USA Staffing passwords must be complex so that they are not easily guessed.

- Your password must contain a minimum of 8 characters.
- Your password must include at least 3 of the following 4 attributes:
 - Upper Case (A-Z)
 - Lower Case (a-z)
 - Numbers (0-9)
 - Special Characters (#@\$%&*+=*?{}[]<>.:")
- Your password may not contain spaces.

Step 4
Change password

Accessing On-Line Certificate

The screenshot shows a Microsoft Internet Explorer window titled "USA Staffing - Microsoft Internet Explorer". The address bar shows "USA Staffing". The page has a navigation menu with "Applicants", "Referral", and "Certificate". The "Certificate" link is selected. The main content area is titled "Agency Document Viewer" and contains a table with two columns: "Vacancy ID" and "Position Title". The table has two rows of data.

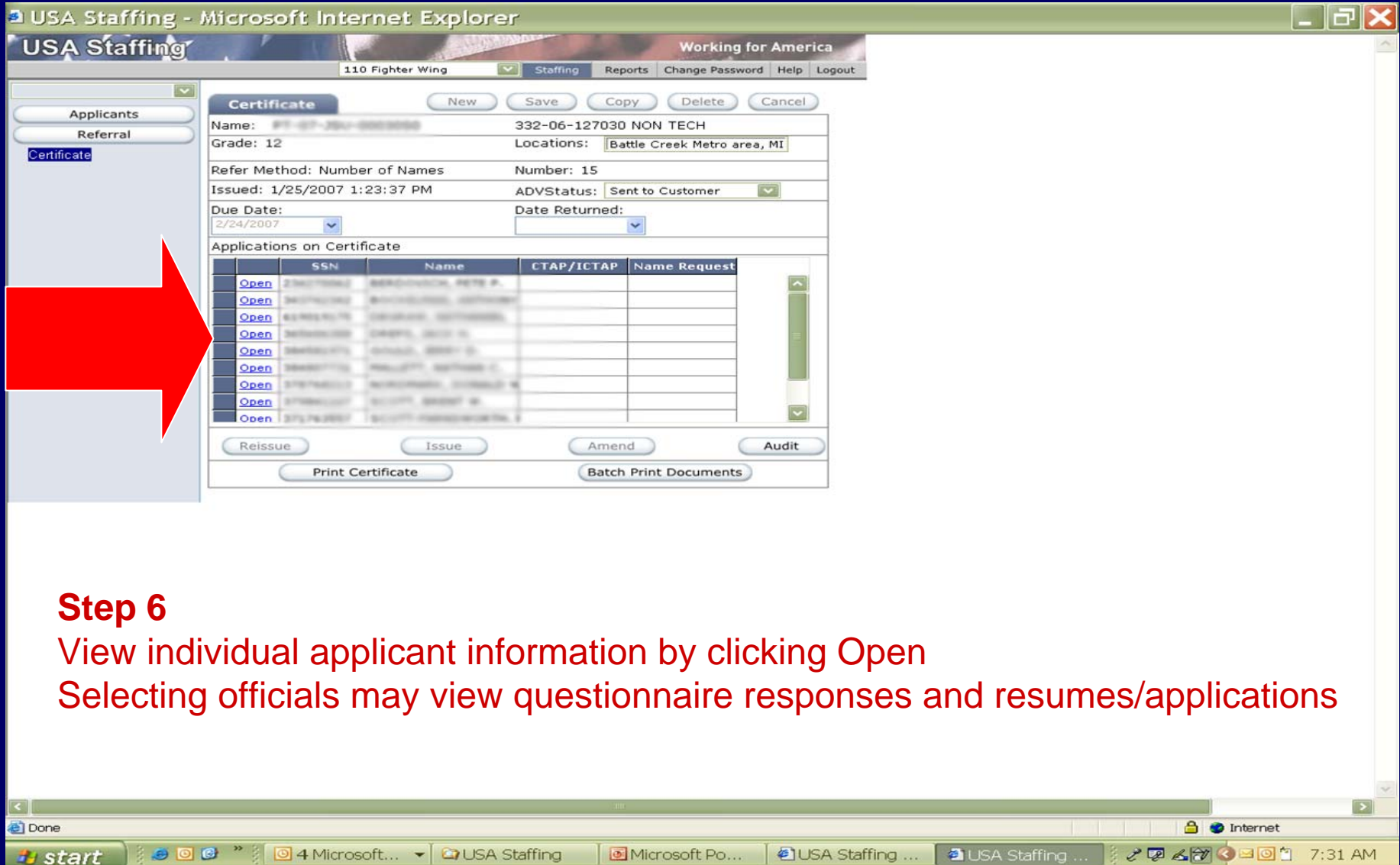
Vacancy ID	Position Title
126428	AIRCRAFT MECHANIC (CREW CHIEF) (A-10)
127030	ELECTRONIC INTEGRATED SYSTEMS MECHANIC (A-10) (TEST STATI

Step 5
Open Certificate

Note: Selecting Officials may have more than one if multiple jobs are posted within their area

The taskbar at the bottom shows the "start" button, several open applications including "4 Microsoft...", "USA Staffing", and "Microsoft Po...", and the system clock showing "7:32 AM".

Accessing On-Line Certificate



The screenshot displays the 'USA Staffing' web application in Microsoft Internet Explorer. The page title is 'USA Staffing - Microsoft Internet Explorer'. The application header includes 'USA Staffing' and 'Working for America'. The navigation bar shows '110 Fighter Wing', 'Staffing', 'Reports', 'Change Password', 'Help', and 'Logout'. The left sidebar contains links for 'Applicants', 'Referral', and 'Certificate'. The main content area is titled 'Certificate' and includes buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The certificate details are as follows:

Name:	332-06-127030 NON TECH
Grade:	12
Locations:	Battle Creek Metro area, MI
Refer Method: Number of Names	Number: 15
Issued:	1/25/2007 1:23:37 PM
ADVStatus:	Sent to Customer
Due Date:	2/24/2007
Date Returned:	

Below the details is a table titled 'Applications on Certificate':

	SSN	Name	CTAP/ICTAP	Name Request
Open				
Open				
Open				
Open				
Open				
Open				
Open				
Open				
Open				
Open				

At the bottom of the certificate details are buttons for 'Reissue', 'Issue', 'Amend', 'Audit', 'Print Certificate', and 'Batch Print Documents'. A large red arrow points to the 'Open' links in the 'Applications on Certificate' table.

Step 6
View individual applicant information by clicking Open
Selecting officials may view questionnaire responses and resumes/applications

Printing ALL Applicant Documents

USA Staffing - Microsoft Internet Explorer

USA Staffing Working for America

110 Fighter Wing Staffing Reports Change Password Help Logout

Applicants Referral Certificate

Certificate New Save Copy Delete Cancel

Name: 87-87-86-86-86 332-06-127030 NON TECH
Grade: 12 Locations: Battle Creek Metro area, MI
Refer Method: Number of Names Number: 15
Issued: 1/25/2007 1:23:37 PM ADVStatus: Sent to Customer
Due Date: 2/24/2007 Date Returned:

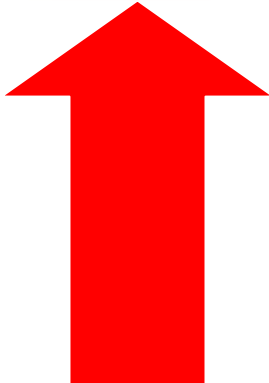
Applications on Certificate

	SSN	Name	CTAP/ICTAP	Name Request
Open	234567890	JOHNSON, JOHN A.		
Open	345678901	SMITH, JAMES B.		
Open	456789012	DAVIS, MICHAEL C.		
Open	567890123	WILLIAMS, ROBERT D.		
Open	678901234	WILSON, LINDA E.		
Open	789012345	ANDERSON, WILLIAM F.		
Open	890123456	THOMAS, JENNIFER G.		
Open	901234567	ROBERTS, CHRISTOPHER H.		
Open	012345678	SCOTT, KAREN I.		

Reissue Issue Amend Audit

Print Certificate Batch Print Documents

Step 1
Click "Batch Print Documents"
To print all documents
Submitted by each applicant
(i.e. resume/OF 612/DD214)



Printing ALL Applicant Documents

USA Staffing - Microsoft Internet Explorer

USA Staffing Working for America

110 Fighter Wing Staffing Reports Change Password Help Logout

Applicants Referral Certificate

Certificate New Save Copy Delete Cancel

Name: 877-477-8800-9999 332-06-127030 NON TECH
Grade: 12 Locations: Battle Creek Metro area, MI
Refer Method: Number of Names Number: 15
Issued: 1/25/2007 1:23:37 PM ADVStatus: Sent to Customer
Due Date: 2/24/2007 Date Returned:

Applications on Certificate

	SSN	Name	CTAP/ICTAP	Name Request
Open	218071862	ABERDEEN, BETTE P.		
Open	267742345	ABERDEEN, BETTE P.		
Open	607824715	ABERDEEN, BETTE P.		
Open	267824715	ABERDEEN, BETTE P.		
Open	267824715	ABERDEEN, BETTE P.		
Open	267824715	ABERDEEN, BETTE P.		
Open	267824715	ABERDEEN, BETTE P.		
Open	267824715	ABERDEEN, BETTE P.		
Open	267824715	ABERDEEN, BETTE P.		
Open	267824715	ABERDEEN, BETTE P.		

Reissue Issue Amend Audit

Print Certificate Batch Print Documents

Step 2
A report is created, followed by system notification of pending E-mail

Microsoft Internet Explorer

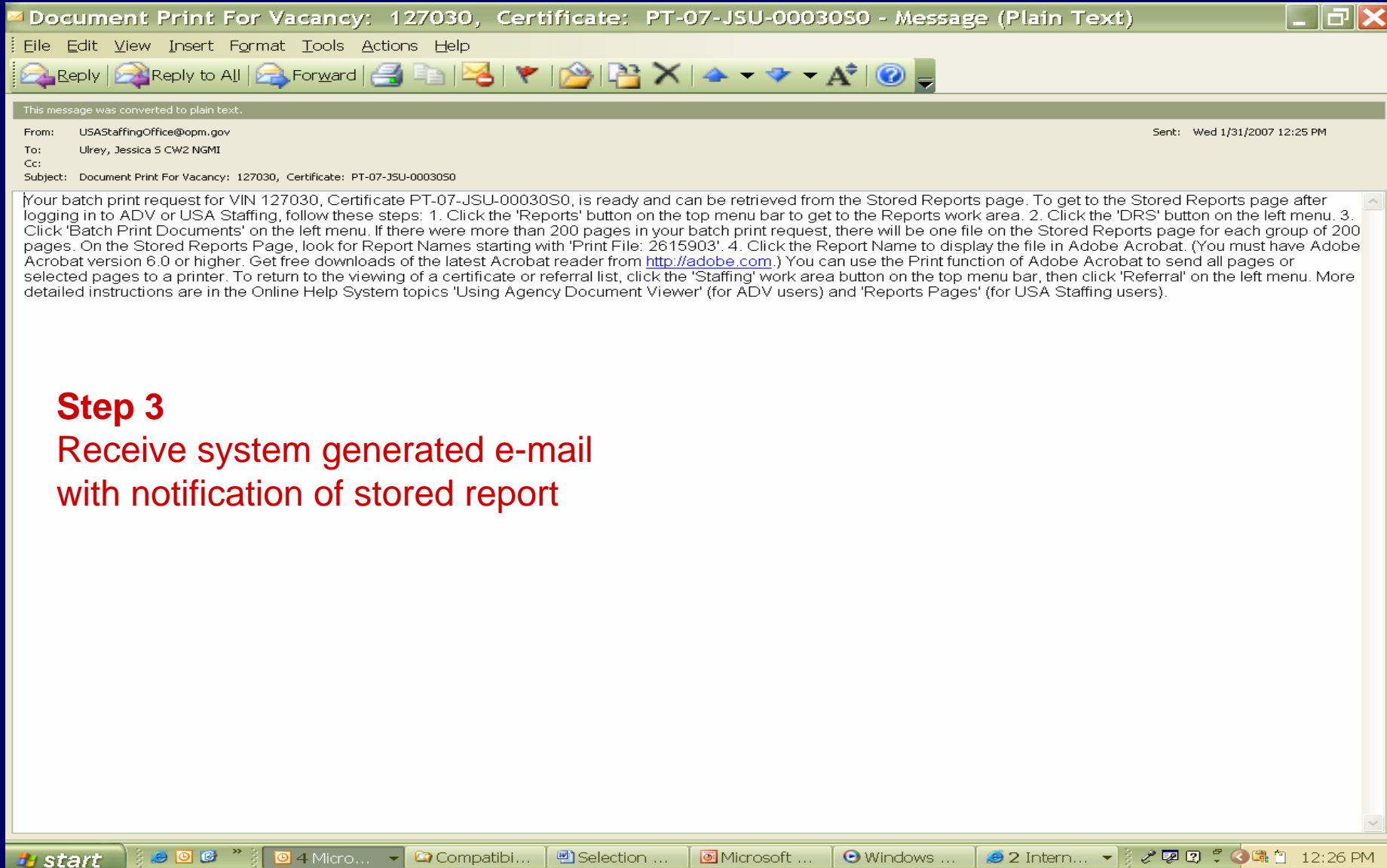
! You will receive an email when your report is ready.

OK

Opening page <https://usastaffing.documentviewer.opm.gov/USASTaffing/staffing/Referral/certificate.aspx?ID=2436255&CertificateID>

start 4 Microsof... USA Staffing Microsoft Po... USA Staffing... USA Staffing... 7:54 AM

Printing ALL Applicant Documents



Printing ALL Applicant Documents

USA Staffing - Microsoft Internet Explorer

USA Staffing Working for America

110 Fighter Wing Staffing Reports Change Password Help Logout

Vacancy Assessments Applicants Referral Office Customer DRS Batch Print Documents Certificate Assessor

Stored Reports Create Report Delete Scheduled

Report Name	Status	VIN	SSN	User
Print File: 2615903_1	STORED	127030		JSULRE
Print File: 2615903_1	STORED	127030		JSULRE

Step 4: Access report
To Access stored report:

- Go back to USA Staffing
- Click on Reports
- Click on Stored Reports
- Click on DRS
- Click on Batch Print Documents
- Click on Report Name
- Print Documents

Done

start 4 Microsof... USA Staffing Microsoft Po... USA Staffing... USA Staffing... 7:45 AM

Conduct Job Interviews



- ALL Qualified applicants must be given the opportunity for an interview

- Phone Interviews are acceptable if not available for a personal interview

- Do not ask inappropriate/personal questions

- Only Job Related Questions

Printing Selection Certificate

USA Staffing - Microsoft Internet Explorer

USA Staffing Working for America

110 Fighter Wing Staffing Reports Change Password Help Logout

Applicants Referral Certificate

Certificate New Save Copy Delete Cancel

Name: 332-06-127030 NON TECH
Grade: 12 Locations: Battle Creek Metro area, MI
Refer Method: Number of Names Number: 15
Issued: 1/25/2007 1:23:37 PM ADVStatus: Sent to Customer
Due Date: 2/24/2007 Date Returned:

Applications on Certificate

	SSN	Name	CTAP/ICTAP	Name Request
Open	250710000	BRUNSON, JEFFREY A		
Open	250710000	BRUNSON, JEFFREY A		
Open	250710000	BRUNSON, JEFFREY A		
Open	250710000	BRUNSON, JEFFREY A		
Open	250710000	BRUNSON, JEFFREY A		
Open	250710000	BRUNSON, JEFFREY A		
Open	250710000	BRUNSON, JEFFREY A		
Open	250710000	BRUNSON, JEFFREY A		
Open	250710000	BRUNSON, JEFFREY A		
Open	250710000	BRUNSON, JEFFREY A		

Reissue Issue Amend Audit

Print Certificate Batch Print Documents

Step 1
Click "Print Certificate"

start 4 Microsoft... USA Staffing Microsoft Po... USA Staffing ... USA Staffing ... 7:31 AM

Printing Selection Certificate

https://usastaffing.opm.gov/USASTaffing/Reports/Preview.aspx?ReportMethod=Preview&ReportID=23&D ...

Save a Copy Search Select 149% Search Web

Michigan National Guard
Non-Traditional Certificate of Eligibles
Control Sheet

Certificate Number: PT-07-JSU-00030S0
Agency: UNITED STATES AIR FORCE
Customer: 110 Fighter Wing

Agency Request No: 332-06-127030
Issued On: 01/25/2007
Customer Phone:

Vacancy Information
Vacancy ID: 127030
Professional: No
Appointment Type: Excepted Service Permanent

Series-Position: 2610 - ELECTRONIC INTEGRATED SYSTEMS
MECHANIC (A-10) (TEST STATION)
Vacancy Type: Case Exam

Ordering Criteria
Certificate Type: Non-Traditional
Rank Applicant By: Eligibles Only
Tie Breaker Used: Random Number
Random Number: 4
Sort Order: Name

Vet Points Used: No
Priority Order Used: None
Priority Referral Well Qualified Score: 0

Selection Criteria
Specialty: 001 - Electronic Integrated Systems Mechanic Grade: 12

Location(s):
0197 - Battle Creek Metro area, MI

Step 2
Click Print

1 of 6

Unknown Zone

start 4 Micros... Compatibi... Selection ... Microsoft ... Windows ... 3 Intern... 1:59 PM

Complete Printed Certificate

https://usastaffing.opm.gov/USASTaffing/Reports/Preview.aspx?ReportMethod=Preview&ReportID=23&D ...

Save a Copy Search Select 149% Search Web

Agency Request Number: 332-06-127030
Issue Date: 1/25/2007
ELECTRONIC INTEGRATED SYSTEMS MECHANIC (A-10) (TEST STATION), WG-2610-12

Appointment Type: Excepted Service Permanent

Option: 001 - Electronic Integrated Systems Mechanic Grade: 12

Locations: 0197 - Battle Creek Metro area, MI

This certificate must be returned by 02/24/2007.

Any candidate on the list may be selected. Please indicate the action taken for each name by marking "S" for selected or "NS" for not selected, "D" for declination of interview, or "FR" for failure to reply for an interview.

The candidates' applications (OF-612, Resume, etc.), are attached for your review and consideration. Upon completion of interviews, please complete and review this form by the date indicated above, and fax to the State HRO, along with a Request for Personnel Action (SF-52) for selection to: (517) 483-5513. Questions may be directed to: (517) 483-5592/5593

PLEASE PROVIDE A JUSTIFICATION FOR YOUR SELECTION BELOW, OR YOUR SELECTION WILL NOT BE PROCESSED:

HRO-EEO Representative Date _____

**Step 1
Complete Justification for
Selection**

2 of 6

Unknown Zone

start 5 Micros... Compatibi... Selection ... Microsoft ... Windows ... 3 Intern... 2:09 PM

Complete Printed Certificate

https://usastaffing.opm.gov/USASTaffing/Reports/Preview.aspx?ReportMethod=Preview&ReportID=23&D - Microsoft Internet Explorer p

Save a Copy Search Select 118% Search Web

Certificate Number: PT-07-DTL-00003S0
Agency Request Number: 326-06-126248

VacancyID: 126248
HUMAN RESOURCES SPECIALIST (MILITARY),

Agency Action	Name / Address	SSN
A	Non Priority Referral Candidates	
_____	GUENTHER, BRUNO P JFHQ DCSPER SIDPERS 3411 N MARTIN LUTHER KING JR BLVD LANSING MI 48906 (517)483-8332 500 W WASHINGTON AVE LANSING MI 48906 (517)483-5536 STACY GUENTHER GUENTHER MIL	XXX-XX-2899
NS	GUENTHER, BRUNO P JFHQ DCSPER SIDPERS 3411 N MARTIN LUTHER KING JR BLVD LANSING MI 48906 (517)483-8332 STACY GUENTHER GUENTHER MIL DEPT OF MILITARY AND VETERANS AF 2500 S WASHINGTON AVE LANSING MI 48913 (517)483-5536	XXX-XX-2702
D	GUENTHER, BRUNO P JFHQ DCSPER SIDPERS 3411 N MARTIN LUTHER KING JR BLVD LANSING MI 48906 (517)483-8332	XXX-XX-0152

Step 2: Indicate Action Taken for each applicant using Action Codes

3 of 5

Unknown Zone

start Inbox - Micro... RE: Selection... Microsoft Po... 4 Internet ... Staffing 1:25 PM

Complete Printed Certificate

https://usastaffing.opm.gov/USASTaffing/Reports/Preview.aspx?ReportMethod=Preview&ReportID=23&D ...

Save a Copy Search Select 149% Search Web

Certificate Number: PT-07-JSU-00030S0 **VacancyID: 127030**
Agency Request Number: 332-06-127030 **ELECTRONIC INTEGRATED SYSTEMS**

Selecting Official Signature: _____ Date: _____

Print: Name, Organization, and Phone Number _____

Appointing Official Signature: _____ Date: _____

Print: Name, Organization, and Phone Number _____

Step 3
Selecting Official signs completed certificate

If applicable, Certificate is routed through Chain of Command to Appointing Official

5 of 6

Unknown Zone

start 6 Micro... Compatibi... Selection ... Microsoft ... Windows ... 2 Intern... 2:44 PM



Submitting Certificate and SF-52 to HRO

Once Printed Certificate is completed and signed by all appropriate levels in Chain of Command:

- Signed Certificate AND SF-52 for Selectee(s) are faxed to State HRO at:
517-483-5513 / Attention: Staffing
- HRO will route certificate for approval to:
 - EEO
 - Chief of Staff



Submitting Certificate and SF-52 to HRO

Once Certificate/Selection is approved:

- HRO notifies Selecting Official to make job offer to Selectee and coordinate a start date

- Upon Selectee accepting the position and setting a start date Selecting Official:
 - Notifies HRO of acceptance and start date
 - Completes On-line Certificate to close out job

Completing On-Line Certificate

USA Staffing - Microsoft Internet Explorer

USA Staffing Working for America

110 Fighter Wing Staffing Reports Change Password Help Logout

Applicants Referral Certificate

Certificate New Save Copy Delete Cancel

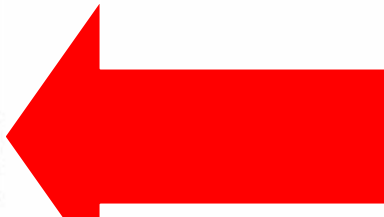
Name: 332-06-127030 NON TECH
Grade: 12 Locations: Battle Creek Metro area, MI
Refer Method: Number of Names Number: 15
Issued: 1/25/2007 1:23:37 PM ADVStatus: Sent to Customer
Due Date: 2/24/2007 Date Returned:

Applications on Certificate

	SSN	Name	CTAP/ICTAP	Name Request
Open	236270602	WILSON, WILEY R.		
Open	267000002	WILSON, WILEY R.		
Open	667000078	WILSON, WILEY R.		
Open	267000002	WILSON, WILEY R.		
Open	267000078	WILSON, WILEY R.		
Open	267000078	WILSON, WILEY R.		
Open	267000078	WILSON, WILEY R.		
Open	267000078	WILSON, WILEY R.		
Open	267000078	WILSON, WILEY R.		
Open	267000078	WILSON, WILEY R.		

Reissue Issue Amend Audit

Print Certificate Batch Print Documents



Step 1:

Click Audit to complete Certificate On-line

Completing On-Line Certificate

USA Staffing - Microsoft Internet Explorer

USA Staffing Working for America

110 Fighter Wing Staffing

Audit New Save

Certificate PT-07-000-000000 Audit Type Each Applicant

Announcement 332-06-127030: 12/4/2006 - 1/3/2007

	SSN	Name	Audit Code	Audit Date	Job Code
Open	234567890	JOHNSON, ROBERT A.			
Open	345678901	SMITH, JAMES B.			
Open	456789012	DAVIS, MICHAEL C.			
Open	567890123	WILSON, LINDA E.			
Open	678901234	ANDERSON, DAVID F.			
Open	789012345	MARTIN, SARAH G.			
Open	890123456	THOMAS, CONRAD H.			
Open	901234567	SCOTT, BRIAN I.			
Open	012345678	GREEN, PATRICIA J.			
Open	123456789	WILLIAMS, JOHN K.			

Complete ☐

Click Save

Select Codes

Check Box

Step 2

- Select Audit code for each applicant

•Step 3

- Check Complete

•Step 4

- Click Save



Points of Contact

CW2 Jessica Ulrey

Jessica.ulrey@us.army.mil

517-483-5592

MSgt Devon Lavengood

Devon.lavengood@us.army.mil

517-483-5593